

E-mail

1 In small groups, look at the words and phrases in the box. Tick the words you understand and explain them to the other students in your group.

attachments	download (email messages)	e-mail program
Internet Service Provider	modem	e-mail messages
text file	access (the Internet)	e-mail address
open attachments	computer	Internet
image file	sound file	

2 Read the text below. Use the words from the box to fill in the gaps making any necessary changes.

Cindy Lewis is a journalist. She works for *Gender*, a weekly magazine on the (a)_____. Cindy writes the problem page for the magazine. Cindy has two young children so she doesn't work in the magazine office every day, she works at home using her (b)_____. Every morning she checks her (c)_____. She switches on her computer and her (d)_____. She starts *Outlook Express*. This is the (e)_____ which Cindy uses. She (f)_____ her e-mail messages. She usually receives about 35 messages every day. Most of the messages come from the *Gender* office, but she also gets messages from friends and colleagues around the world. They send messages to her (g)_____. Sometimes they just send messages with (h)_____. Some friends send longer pieces of writing in a (i)_____, or photographs in an (j)_____, or even music in a (k)_____. Cindy can (l)_____ these _____ and see the texts, pictures or listen to the recordings. Cindy's e-mail address is cindylewis@demon.co.uk. Demon is a company which Cindy uses to (m)_____ her e-mail and the Internet. Demon is an ISP, an (n)_____.

3 Look at the different parts of Cindy's e-mail address. Can you name the different parts?



- a 'at' ____
- b This shows that Demon is a commercial organisation. ____
- c The User ____
- d Domain name (sometimes called the 'host') ____

e Demon is in the United Kingdom (Britain). ____

4 What's your e-mail address? In your groups find out everyone's e-mail address.

Internet

1 Read the text below. Then match the words or phrases to the definitions below.

Cindy uses the Internet to find the information she needs. For example, last week she wanted to find out about the history of an illness called polio. She switched on her computer and modem. She opened the web browser program called Internet Explorer. She clicked on the Favourites menu and selected the search engine called Altavista. She typed the word 'polio' into a box and clicked the button marked 'search'. In a few seconds her computer showed a list of websites about polio. She clicked the first website URL and her computer showed the homepage of The Polio Society. She looked through the list of contents. She clicked the button marked 'History'. The history page gave her the information she needed.

a Something which you click on a website page which takes you to another page.

b A list of website addresses which you want to visit regularly called Bookmarks by Netscape or Favourites by Internet Explorer. _____

c A place on the Internet that gives you information about a particular subject.

d A program which looks for particular words or phrases in websites on the Internet.

e A software program which allows you to access and navigate the Internet such as Netscape Navigator or Internet Explorer. _____

f The address which takes you to a website. _____

2 Work in small groups. Find out about the groups favourite websites. Do you know the addresses? Make a list of the top five?

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Teacher's Notes

E-mail Answers

2 a Internet b computer c e-mail messages
d modem e e-mail program f downloads
g e-mail address h attachments i text file
j image file k sound file l open (these) attachments
m access n Internet Service Provider

3 a - 2, b - 4, c - 1, d - 3, e - 5

4 Saying email addresses

cindylewis@demon.co.uk *'cindylewis (all one word) at demon dot co dot UK'*

cindy-lewis@ demon.co.uk *'cindy dash lewis at demon dot co dot UK'*

cindy_lewis@ demon.co.uk *'cindy underscore lewis at demon dot co dot UK'*

cindy.lewis@ demon.co.uk *'cindy dot lewis at demon dot co dot UK'*

Internet Answers

1 a Button b Favourites c Websites

d Search Engine e Web browser program f Website URL

2 Saying web addresses

www.longman.com *'w w w dot Longman dot com'*

www.longman.com/cuttingedge *'w w w dot Longman dot com forward slash cutting edge (all one word)'*

* Sometimes we don't say *'w w w dot'*, only *'Longman dot com'*

3 Let the students discuss their favourite websites. For homework they could write a review of their favourite website. Look on the students pages of the Adult Community for some ideas.